

CITY OF MEDINA
UTILITY DIRECT PAYMENT PLAN AND AUTHORIZATION

**FOR A LIMITED TIME – RECEIVE A \$20 CREDIT ON YOUR NEXT
UTILITY BILL – JUST FOR SIGNING UP!**

Now you can pay your utility bill from your checking or savings account automatically.

** No checks to write, no envelopes or stamps to buy. **

** It is free, fast and easy. **

Q: HOW DO I SIGN UP?

A: Simply complete and return the attached authorization form and include a voided check (for checking accounts) or a deposit slip (for savings accounts).

Q: HOW SOON WILL THE AUTOMATIC PAYMENT PLAN START?

A: The deduction should begin with the next billing calculation. Watch for the watermark across you bill that says “DO NOT PAY-AUTO DEDUCT ON DUE DATE” which indicates the automatic deduction has begun.

Q: WHEN WILL THE PAYMENT BE TRANSFERRED FROM MY CHECKING OR SAVING ACCOUNT?

A: It will be transferred on the due date indicated on your bill.

Q: HOW CAN I BE SURE MY BILL HAS BEEN PAID?

A: Your monthly bank statement will clearly reflect the automatic payment.

Q: WHAT IF I CHANGE BANKS OR ACCOUNTS?

A: You can download your own form from the City’s web page at www.ci.medina.mn.us or call us at 763/473-4643 and request that a new Utility Direct Payment Authorization Form be mailed to you. Simply complete and return this new authorization form and include a voided check (for checking accounts) or a deposit slip (for savings accounts).

Q: WHAT IF I WANT TO CANCEL THE DIRECT PAYMENT AUTHORIZATION?

A: You can cancel your authorization for automatic payment at any time. Simply notify us in writing regarding the cancellation.

Q: IF I DON’T SIGN UP RIGHT NOW, WILL I BE ABLE TO ENROLL LATER?

A: Yes. You can download your own form from the City’s web page at www.ci.medina.mn.us or call us at 763/473-4643 and request that a Utility Direct Payment Authorization Form be mailed to you.

~~~~~**CUT HERE**~~~~~**CUT HERE**~~~~~

Please enroll me in the City of Medina’s Utility Direct Payment Plan. I authorize the City of Medina to collect payment in full of my utility bill by initiating a debit entry (deduction) to the bank account shown. I understand that this authorization will continue in force until it is discontinued with my written request.

Name: \_\_\_\_\_ Utility Bill Account #: \_\_\_\_\_

Service Address: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Bank Routing #: \_\_\_\_\_

Type of account you want payment to be deducted from:  
\_\_\_\_\_ Checking (attach voided check) \_\_\_\_\_ Savings (attach deposit slip)

Your Account #: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to: City of Medina, 2052 County Road 24, Medina, MN 55340**